

WEST ORANGE PRESBYTERIAN CENTER
20 Old Indian Road, West Orange, NJ 07052
973-731-1868

Administered by the Facility Coordinating Committee of
Elmwood Presbyterian West and United Presbyterian Church of West Orange

APPLICATION FOR USE OF FACILITY

Section to be filled out by Applicant:

Name of organization/individual: _____

Name of contact: _____

Address: _____

Home/Business Telephone _____ Cell phone _____

Email address: _____

Purpose or Nature of Use: _____

One time event?

Date: _____

Hours: _____

Multiple or on-going use?

Day(s) of Week _____

Hours: _____

Frequency: _____

Duration: _____ hrs.

Requested facilities:

Sanctuary *[available only for special services on a case by case basis]*

Education Building:

Fellowship Hall

Kitchen Use of stove:

Stage Parlor

Ground floor room Upstairs meeting room(s)

[The Children's Sunday School Room on ground floor is not available and is off limits.]

Expected number of Adults: _____

Number of children: _____

If individual, provide company name and policy number of homeowner's insurance:

Insurance Company: _____ Policy No. _____

If organization, attach copy of proof of insurance indemnifying the United Presbyterian Church of West Orange of any and all liability in the amount of at least \$1,000,000.

Insurance Company: _____ Policy No. _____

Check if attached: _____

Regulations:

Outside groups are expected to do their own setting up, dismantling and clean up, returning the facility to the condition in which it was found. A refundable deposit of \$250 shall be posted against this process. If custodial services are desired, a **\$25.00** per hour fee will be assessed. Arrangements are to be made through the UPCWO church office before the event.

1. There will be absolutely **no smoking** of any kind either inside or outside the facility.
2. There will be absolutely **no** consumption, serving or selling of **alcoholic beverages** in the facility.
3. Users of the church property are responsible for all losses and damages during the use of the buildings and property.
4. Users are responsible for providing adequate security to ensure that unauthorized people do not gain access to the property because of the permitted use.
5. All trash must be placed in the containers provided, on the dock outside the kitchen.
6. Users are responsible for ensuring that the building is locked, the lights turned out, and the windows closed when vacating the building.
7. If a key to the Education Building is provided, the user is expected to protect the key and to return it to the appropriate FCC contact upon completion of use.
8. If a problem or emergency arises which you cannot handle, please call a person listed on the emergency list below in the order listed:

[need to integrate the **facility supervisor** into the process]

Your signature constitutes agreement that Elmwood Presbyterian Church, the United Presbyterian Church, and their ministers, Sessions and congregations will not be held liable for injuries or damages incurred by you or members of your party.

I have read the guidelines above and agree to and accept all conditions and responsibilities:

Name:

On behalf of _____

Section to be completed by the Facility Coordinating Committee:

1. Use will will not conflict with scheduled church activities.
2. Use will will not conflict with other use of the facilities.
3. Purpose does does not conflict with ministerial goals of the congregations or with desires of local community.
4. Supervision and custodial services and utility fees are based upon the following: _____

Total fees approved: _____